

Purchasing Notes



DEPARTMENT OF FINANCE & ADMINISTRATION
OFFICE OF PURCHASING, TRAVEL & FLEET MANAGEMENT

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April Newsletter

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GROUNDS MAINTENANCE EQUIPMENT



Lawnmowers



Tractors

Commodity: This negotiated State Contract features Grounds Maintenance Equipment which includes Mowers, Landscape Equipment, Tractors, Golf Carts and Utility Vehicles.

Type of Contract: Negotiated - This negotiated contract consists of four (4) main categories with a variety of items. State agencies and governing authorities may buy from any of the vendors listed in the product category from this contract. Agencies should contact multiple vendors on the contract and negotiate to get the best price. State agencies may choose to purchase from other vendors currently not on contract, as long as the price does not exceed contract price. This negotiated contract was developed to give State agencies and governing authorities the best source of selection for their needs.

Dates of Contract: March 1, 2021 – February 28, 2022

Vendors on Contract: There are currently twenty-seven (27) vendors who offer a variety of products mentioned above. To view a listing of all the contracts and the products being offered visit the following website:

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/negotiated-contracts/g-h-i/grounds-maintenance-equipment-tractors-landscape-maintenance-golf-maintenance-and-golf-carts-and-utility-transport-vehicles/>.

Contract Analyst: James Brabston, James.Brabston@dfa.ms.gov



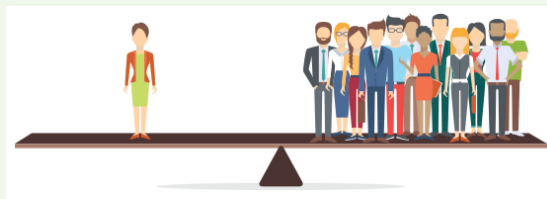
Utility Vehicles



Leaf Blowers



Weed Eaters



COOPERATIVE CONTRACTS

Cooperative Contracts are procurements conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity. The Office of Purchasing, Travel and Fleet Management has established multiple cooperative contracts that can be viewed on our website at the following link:

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-purchasing-and-contracting/cooperative-contracts/>



Upcoming CMPA Class

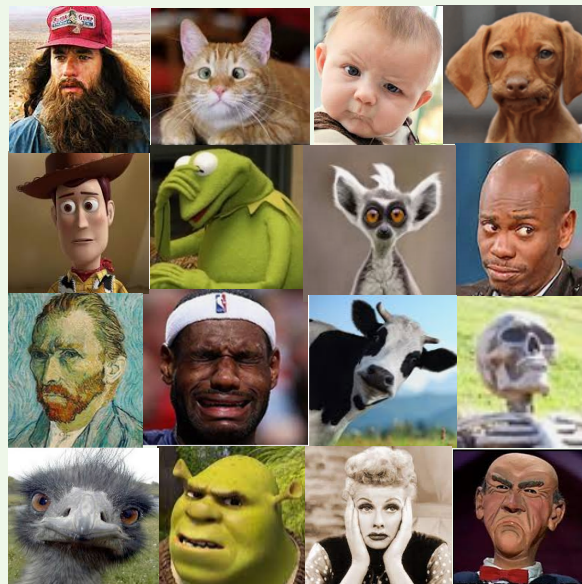
April 20-21, 2021

Via Zoom

If you are interested in taking OPTFM's Certified Mississippi Purchasing Agent course, please visit:

<https://www.dfa.ms.gov/dfa-offices/purchasing-travel-and-fleet-management/bureau-of-marketing-travel-and-card-programs/cmpa-training/>

Application deadline is April 12, 2021



When you want the class to end, but someone keeps asking questions . . .

OPSCR Overview and Updates Training Class

May 26, 2021

8:30 a.m. via Zoom

This one-day tutorial is designed for Mississippi state agency purchasing and procurement professionals, and will be held bimonthly. The DFA Office of Personal Service Contract Review (OPSCR) class provides information about OPSCR, the Public Procurement Review Board (PPRB), types of procurements and common mistakes in procuring service contracts, new statutory and regulatory requirements, and best practices, all in an interactive video setting. To register for the class, send an email to OPSCR Analyst Shandra Thompson, Shandra.Thompson@dfa.ms.gov.

Procurement Card (P-Card)

The procurement card (P-Card) program assists state agencies/departments and governmental entities with procurement processes.

The p-card essentially eases the process workload tremendously with one swipe of the card. When coordinating events and other office type functions where lunch, dinner, and/or some light refreshments, etc. may be necessary, the procurement card can be used. However, when using the P-Card for food items, one should always remember to do the following things:

Complete the Food Form.

- The form should be completed to reflect the event that was hosted.
 - For example if you are holding a meeting/class, check the meeting/event box on the form, list meeting attendees/class being held, and write a purpose/description of the event.
 - **Please note that an agenda must be provided and attached to the food form and more than one person must be present for the purchase of food.**
 - If you are making a bulk purchase of food, check the bulk purchase box and state the reason as to why you are buying the food for your department/agency.
- The food form can be found at <https://www.dfa.ms.gov/media/3095/umbfoodpurchaseform.pdf>

Obtain an itemized receipt of purchased items.

- Place the receipt in the file along with the food form.
- Make sure no taxes were placed on the sale.
- **Alcohol purchases are strictly prohibited.**
- **Tips can be placed on the tab.**
- Any gratuity over 20% requires a written justification that should be placed in the file.



For more information about food purchases with a procurement card, please visit the Procurement Card Guidelines on OPTFM's website at: <https://www.dfa.ms.gov/media/ccxppvls/procurementcardguidelinesrevised10-30-2013.pdf>, or contact Yolanda Thurman, Procurement Card Administrator, Yolanda.Thurman@dfa.ms.gov, 601-359-2016; or Steve Tucker, Director of Marketing, Travel and Card Programs, Stephen.Tucker@dfa.ms.gov, 601-359-3107.

Travel News

As travel begins to pick back up, please make sure that you have the current mileage and per diem rates for 2021.

The maximum state reimbursement rate is \$46/day, unless traveling to a high-cost area.

All areas in Mississippi are \$46/day, with the following exceptions:

****Southaven and Starkville are each \$51/day.**

<u>Mode of Transportation</u>	<u>Reimbursement Rate Per Mile</u>
If no Government owned vehicle available	\$0.56
If Government owned vehicle available	\$0.16



Bureau of Fleet Management Notes

As a reminder, all State of Mississippi Fuel Access (Fuelman) Cards are locked from out-of-state purchases. If traveling out of state, you need to contact our day-to-day Fuelman support representative, Michelle DeLeon, *at least 2-3 days* prior to travel, at 512-521-9518, or michelle.deleon@fleetcor.com. She will have the Fuelman Fraud Department unlock the card while you are out of state. Upon return, please let her know so that the card can again be locked from out-of-state purchases.

Also, it is the responsibility of the customer to ensure proper security controls are kept in place to protect the cards and driver IDs, and make sure that only authorized employees or agents of customers use the cards. It is also the customer's responsibility to lock any inactive, misplaced, or stolen cards and driver IDs immediately. Customers should use the online account application to lock cards and driver IDs instantly. Alternatively, the customer can contact Fuelman Customer Service during regular business hours via fax or email with the requested change, in which case Fuelman will make the requested changes within 24 hours and assume responsibility for any unauthorized purchases from that point. All transactions in which a valid/unlocked card number was used in conjunction with a valid/active driver ID will be considered to be authorized transactions in which the State is fully responsible for payment, until the State notifies Fuelman of a lost or stolen card, or a card suspected to have been used for non-State purposes in accordance with the terms of Section 1.1.4 of the Fuelman contract. It is also the customer's responsibility to review the standard fleet management reports and optional e-mail exception alerts to identify potential purchasing discrepancies. The customer should instruct its cardholders to keep any record of their driver ID separate from the vehicle's card.

Janet Ward, our State contract manager for the Fuelman contract, has retired. Andrea Mercer is now the State contract manager and her contact information is listed below.



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